



**Instilling Accountability, Responsibility, Respect**

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## BACKGROUND CHECKS

### Purpose:

The purpose of this policy is to describe the terms and conditions under which background checks are conducted. C.S. Lewis Academy is a public charter school that is committed to the educational success and safety of our students. C.S. Lewis Academy believes that having qualified individuals in positions to contribute to the School's overall strategic success is vital. Background checks also serve as an important part of the selection process when hiring employees. In order to be in compliance with Utah State Code R277-516 background checks must be conducted for all licensed educators, volunteers, non-licensed employees, and charter school governing board members. All questions and concerns with the results of a background criminal history can be interpreted by searching State Code R277-516.

### Policy:

- C.S. Lewis Academy will ensure that all background checks are held in compliance with applicable federal and state statutes.
- C.S. Lewis Academy Board of Directors and School Director reserve the right to make the sole determination concerning information or any employment decision arising out of the background check.
- C.S. Lewis Academy requires all contractors and volunteers who routinely perform work on campus to be in compliance with this policy.

### For Job Candidates:

- C.S. Lewis Academy conducts background checks on all job candidates post-contingency offer, but prior to written offer. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment.
- All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights Act, this information cannot be used as a basis for denying employment, unless it is determined to be job-related.



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#### Offer of Employment Process:

Once a candidate has been identified for hire, the School Director submits the employment application and a recommendation to hire. When verbally making the offer of employment to the successful candidate, the School Director must inform the candidate that the offer is contingent upon the successful results of the background check. A background check is then run for the candidate.

#### General Guidelines:

1. **LENGTH OF VALIDITY:** Background checks will be valid for non-licensed staff for three years and three years for volunteers.
2. **ASSOCIATED COSTS:** Fees for background checks will be paid by the school for non-licensed employees. Fees for volunteers will be paid by the volunteer; however, the FSO will pay for a background check for a volunteer if the volunteer qualifies for the free or reduced lunch program. Licensed teachers are required to keep their license current. A background check is a part of this process.
3. **TYPE OF BACKGROUND CHECK:** The background check that is performed must include a name check, fingerprint search, and FBI database search.
4. **NEW HIRES:** Background checks are required for all new hires. This includes all fulltime, part-time and temporary part-time employees. The background check must be completed and results verified before any employee begins work. At no time should an employee begin work until the Office of Human Resources has verified results of the background check
5. **REHIRES:** A background check is required for all rehires that have been separated for longer than 90 days.
6. **EXISTING TEACHERS:** All teachers are required to have a background check as part of State re-licensing requirements. Each teacher will need to also obtain a separate background check for employment at C.S. Lewis Academy.



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7. **VOLUNTEERS:** A background check is required for any volunteer who will have significant unsupervised contact with any student of C.S. Lewis Academy while on the school campus. Background checks are also required for anyone seeking a position with the Board of Trustees or Parent Teacher Organization (PTO). If a background check for a Board member or PTO position returns with any unfavorable results it is up to the School Director and the Board to make the decision whether it is in the best interest of C.S. Lewis Academy and its stakeholders if the individual be allowed to serve in a position on the Board or PTO.
8. **EMPLOYMENT CONTINGENCY:** Background checks are to be processed after a contingent offer of employment has been extended to the applicant. Note: The offer of employment is contingent upon the successful results of the background check.
9. **AUTHORIZATION BY APPLICANT:** The candidate must authorize the background check. This is done by having the applicant complete the Background Authorization form. To expedite the process, the candidate may fax the completed and signed form to the Office of Human Resources.

Note: All applicants must complete an Application for Employment and Employment Background Authorization form.

#### Verification of Background Checks

1. The results of the background check will be sent directly to the Office of Human Resources.
2. The Human Resources Manager will review the report. If any discrepancies or criminal history are noted, the Human Resources Manager will notify the School Director and the office of State Risk Management for final determination. The School reserves the right to consult with the office of State Risk Management, or any other pertinent office for determination.
3. If the background check is favorable, the Office of Human Resources will notify the school director that the candidate is approved to begin employment.

#### Adverse Action Notifications

1. If a background check is returned with unfavorable results, the Office of Human Resources will notify the School Director.
2. The Office of Human Resources will contact the candidate to inform him/her that the C.S. Lewis Academy is rescinding its contingent offer of employment.



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ACADEMY

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3. If a volunteer's background check is returned with unfavorable results the School reserves the right to revoke all future volunteer and/or employment opportunities.